



**PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

**BUILDING PERMIT APPLICATION SUBMITTAL
CHECKLIST FOR TOWNHOUSE OR DUPLEX**

Check each box after verifying that
requirement is met for submittal.

Submittal Requirements

Verified by Staff:
Date:

☐

1. Completed application form for Residential Permits –Attachment (A) Townhouse/Duplex for each dwelling unit.

☐

2. Two (2) copies of site plan and plot plan per requirements noted in Attachment (B) Townhouse/Duplex for the entire row (not each lot).

☐

3. Two (2) copies of complete construction plans, unless dwelling type is an Approved Blanket Plan.

☐

4. Approved Blanket Plans: Two (2) copies of the original Blanket Plan Form approved by Plan Review, with options circled pertaining to the specific lot each application is for.

☐

5. Print out from the Maryland Department of Assessments and Taxation Real Property Data website www.dat.state.md.us for each lot.

☐

6. Notarized letter of permission when the registered Homebuilder is not the property owner (copy for each lot).

☐

7. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.

☐

8. All fees are due at time of application, with the exception of excise tax, impact fees and tap fees when applicable. See fee calculation sheet included with Attachment A.

Related Permits

Accessory structures

A detached garage or other accessory structure requires a separate permit that will be connected to the dwelling permit. An accessory structure permit application may not be issued before the dwelling permit application has been issued.

Permit Issuance

All units within the row must be issued at the same time.

Procedures

STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittals, for townhouse permit please apply prior to 12:00 pm.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes:

The review timeframe of the application by Plan is three weeks for their initial review comments for this type of application. Application for a dwelling with Blanket plan approval will have review comments in one week.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/DPDR.

Permit Issuance:

The issued permits will be mailed out to the applicant usually within 24 hours of issuance. The issued permits may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copies, the permit placards to post on the properties, inspection procedures, and additional information.

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Occupancy: The end result of the permitting process is the issuance of the Certificate of Occupancy. The Certificate of Occupancy is issued for each unit when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- All fees, with the exception of impact fees and excise tax, must be paid at time of application, by check or cash. Credit or Debit cards cannot be accepted. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- Building fee is charged according to the square footage of the dwelling. Any increment of a foot is dropped from the measurements.
- Building Permits are non-transferable and non-assignable.
- Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.
- Time Limitation of Application: An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant 1 or more extensions of time for additional periods up to 1 year each. The fee to extend a permit application or a building permit is the minimum permit fee of \$110.00. Each request to extend a permit shall be made in writing with justification and received *in advance* of expiration date.
- Refunds: Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.
- Revisions:
 - Revisions that are in direct response to a plan review comment - The first plan revision or resubmittal is reviewed at no additional charge. The second plan revision or resubmittal is an additional 25% of the original fee, and the third and subsequent plan revision or resubmittal is at 50% of the original fee.
 - Revisions that are administrative, not requiring a plan review, are \$28.00.
 - All other revisions for Residential are \$110.00.

CONTACTS FOR BUILDING PERMIT APPLICATIONS

General Information.....	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions)	301-600-1089
Plan Reviewer (for most construction plans that are not Blanket plans)	301-600-3353
Plan Reviewer (for construction plans with Blanket approval)	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height).....	301-600-1143
Environmental Health (well and septic information)	301-600-1726
Manager of Permitting Services.....	301-600-1082

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
 DEPARTMENT OF PERMITS AND INSPECTIONS
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701
 301-600-2313 INFORMATION



A/P #
Process
Date:
Application Reviewed By (initials):

Building Permit Application for New Townhouse or Duplex Unit

SECTION I: CONTACT INFORMATION			
Owner Building Own Home or Contract/Purchaser		Builder	
Name(s) of person (s) house is being constructed for:		Name of State of Maryland Registered Homebuilder:	
Current street address for above person(s):		Registration Number: Exp Date:	
Town:	State:	Current street (mailing) address for Homebuilder:	
Zip:	Town: State: Zip:		
Architect		Contact Person for Home Builder (Applicant/Contact):	
Registered Architect:		Home Builder Company Telephone Number:	
Phone:		Home Builder Company Fax Number:	
Street (mailing) address		Home Builder Company e-mail Address:	
Town:	State:		
Zip:			
Permit Service		Please Note:	
Name of Permit Service for Builder, when applicable:		When a Home Builder is not listed above, property owner must sign a Landowner Affidavit form, as required by State Law.	
Street (mailing address) :			
Town:	State:		
Zip:			
Contact Person for Permit Service (Applicant/Contact)			
SECTION II: PROPERTY INFORMATION			
Current Property Owner(s):		Property Address Where Dwelling is to be Constructed:	
Eight Digit Property Tax ID (account) #		Town:	State: Zip:
Acreage or Square Footage of Property:		Subdivision Name: Lot #	
Water Type:	Sewer Type:	Is Property Within an Incorporated Town?	
Well <input type="checkbox"/>	Septic <input type="checkbox"/>	Yes <input type="checkbox"/>	
Community <input type="checkbox"/>	Community <input type="checkbox"/>	No <input type="checkbox"/>	
Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

SECTION III: BASIC DWELLING INFORMATION**Value of Construction:**

\$ _____

Department of Commerce

Single Family Dwelling	<input type="checkbox"/>
Two Family Dwelling (same lot)	<input type="checkbox"/>
Duplex (attached on separate lots)	<input type="checkbox"/>
Townhouse	<input type="checkbox"/>
Mobile Home	<input type="checkbox"/>
Mobile Home Information:	<input type="checkbox"/>
Temporary (less than 6 months)	<input type="checkbox"/>
Permanent (over 6 months)	<input type="checkbox"/>
Single Wide	<input type="checkbox"/>
Double Wide	<input type="checkbox"/>
Mobile Home Park	<input type="checkbox"/>

Gross Floor Area of Dwelling

Gross Floor Area includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attics, stoops, and crawl spaces. Any increment of a foot is dropped from the measurements.

_____ square ft.

Specific Dwelling Types - Check if applicable:

Senior Housing Unit	<input type="checkbox"/>
Moderately Priced Dwelling Unit (MPDU)	<input type="checkbox"/>
Tenant Dwelling	<input type="checkbox"/>

Work Type

New Dwelling - or -	<input type="checkbox"/>
Replacement Dwelling?	<input type="checkbox"/>
If Replacement Dwelling, is replacement	<input type="checkbox"/> Yes
due to casualty or loss within one year?	<input type="checkbox"/> No

Building Height & Number of Levels

Building Height: _____

Number of Levels Including Basement: _____

Mechanical & Sprinkler Systems

Heating Fuel: _____

Heating System:

Central Air? ☐ Yes ☐ No

Residential Sprinkler System ☐ Yes

Residential Sprinkler Systems are required in all new dwellings.

SECTION IV: CONSTRUCTION DETAILS**Blanket Plans/Non Blanket Plans**

If application is for a dwelling with Blanket Plans, two (2) copies of approved blanket form with all options indicated that are relevant to this permit must be attached to this permit application.

Blanket Plan Number: _____

Blanket Name & Elevation: _____

Unfinished Basement	<input type="checkbox"/>	Type of Egress:	
Finished Basement	<input type="checkbox"/>	Areaway	<input type="checkbox"/>
Partially Finished	<input type="checkbox"/>	Bilco Door	<input type="checkbox"/>
No Basement	<input type="checkbox"/>	Walk out	<input type="checkbox"/>
		Window	<input type="checkbox"/>
Number of Bedrooms:	<input type="checkbox"/>	Number of Bathrooms	<input type="checkbox"/>
Attached Garage	<input type="checkbox"/>	Attached Carport	<input type="checkbox"/>
Number of cars	<input type="checkbox"/>	Number of cars	<input type="checkbox"/>
Number of Finished Room (s) above Garage	<input type="checkbox"/>		<input type="checkbox"/>
Unfinished Room (not attic) above Garage	<input type="checkbox"/>		<input type="checkbox"/>
Covered Porch	<input type="checkbox"/>	Screened Porch	<input type="checkbox"/>
Deck (no roof covering)	<input type="checkbox"/>		<input type="checkbox"/>

Location & dimensions must be shown on plot plan.

Details for Non Blanket Applications Only

Foundation Walls:		Exterior Walls:	
Block	<input type="checkbox"/>	Brick	<input type="checkbox"/>
Concrete Pier	<input type="checkbox"/>	Frame	<input type="checkbox"/>
Concrete Pier	<input type="checkbox"/>	Steel	<input type="checkbox"/>
Masonry	<input type="checkbox"/>	Other	<input type="checkbox"/>
Precast	<input type="checkbox"/>		
Other	<input type="checkbox"/>		
Exterior Wall Type:			
Brick Veneer	<input type="checkbox"/>	Stone	<input type="checkbox"/>
Masonry	<input type="checkbox"/>	Stucco	<input type="checkbox"/>
Siding	<input type="checkbox"/>	Vinyl	<input type="checkbox"/>
Steel	<input type="checkbox"/>	Other	<input type="checkbox"/>
Wood	<input type="checkbox"/>		
Roof Type:		Roof Cover:	
Truss	<input type="checkbox"/>	Fiberglass	<input type="checkbox"/>
Rafter	<input type="checkbox"/>	Membrane	<input type="checkbox"/>
Other	<input type="checkbox"/>	Steel	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Interior Walls:		Other	<input type="checkbox"/>
Drywall	<input type="checkbox"/>		
Floor Covering:		Both	<input type="checkbox"/>
Hardwood	<input type="checkbox"/>		
Carpet	<input type="checkbox"/>		
Chimney:		Fireplace:	
Masonry & Pipe	<input type="checkbox"/>	How many?	<input type="checkbox"/>
Masonry	<input type="checkbox"/>	Propane Gas	<input type="checkbox"/>
Pipe	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>
Woodstove Insert	<input type="checkbox"/>	Direct Vent	<input type="checkbox"/>
Free-standing	<input type="checkbox"/>	Ventless	<input type="checkbox"/>

Note: A propane tank requires a separate building permit.

SECTION V: SITE RELATED INFORMATION

Setbacks	Grading & Storm Water Management
Front _____ Right _____ Rear _____ Left _____	Grading details from grading permit application: Lot size: _____ s.f./acres Disturbed area: _____ s.f. Quantity of Cut+Fill: _____ cu.yds.
Septic System	Storm Water Management Plan for Single Lot Residential Construction applicable?
Site not served by septic <input type="checkbox"/> New Septic <input type="checkbox"/> Connection to Existing Septic: <input type="checkbox"/> Conventional <input type="checkbox"/> Sandmound <input type="checkbox"/> Name of Frederick County Licensed Septic Installer: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Septic System	Driveway Entrance Information
Is septic area and construction area staked? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No", please stake and notify Environmental Health when staked for site approval.	Will driveway entrance be located off of a: County-maintained road <input type="checkbox"/> State road <input type="checkbox"/> Private road <input type="checkbox"/> Is it a New entrance? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of new entrances? _____ Open-section <input type="checkbox"/> Closed-section <input type="checkbox"/>

OTHER INFORMATION CONCERNING THE CONSTRUCTION THAT WILL ASSIST IN PROCESSING

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work requires a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

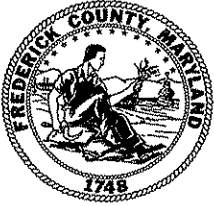
The permit application is valid for 6 months. The fee to extend an application is \$110.00. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Signature

Please print name

FY11/Web Packet/Townhouse or Duplex/pm

Connection with application



PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

**PLOT PLAN REQUIREMENTS FOR NEW ATTACHED TOWNHOUSE OR
DUPLEX - ATTACHMENT (B)**

Two sets are required for the entire row (not each lot). Each set shall contain one copy of the approved, stamped site plan in it's entirety and one separate copy of a plot plan showing the row enlarged to show detail. The plot plan must include the following:

- ☐ Property lines and property line dimensions for each lot in the row
- ☐ Building Restriction Lines (BRL) and utility easements for each lot
- ☐ North direction arrow
- ☐ Scale of drawing
- ☐ Homebuilder's registered name and registration number
- ☐ Street the row is situated on, with street name
- ☐ Address clearly indicated within the lot lines for each lot
- ☐ Lot Number must be clearly indicated within the lot lines for each lot
- ☐ Proposed dwelling location on each lot with setbacks from each proposed dwelling to property lines.
- ☐ Any proposed accessory structures (i.e., detached garage) must be shown with setbacks in each direction from accessory structure to property lines and to proposed dwelling
- ☐ Detailed exterior house dimensions. Location and dimensions of garages (attached or detached), porches, decks, etc. **ONLY SHOW OPTIONS THAT ARE FOR THE SPECIFIC LOT, NOT POSSIBLE OPTIONS.**
- ☐ Indicate Blanket Plan name (if applicable) within each dwelling shown on plot plan

Addressing Request Form Frederick County, Maryland



Frederick County, MD Enterprise GIS

Division of Permitting & Development Review / Department of Permits & Inspections, 30 North Market Street, Frederick, MD 21701

***Required Information**

***Type of Request (check all that apply):**

- ☐ New Construction ☐ Existing Verification ☐ Suite Assignment ☐ Single Family ☐ Multi-Family
☐ Tenant House ☐ Duplex ☐ Commercial ☐ Industrial ☐ Change of Address ☐ Other: _____

***Reason for Request:**

Property Information:

- *Current or Parent Parcel Address: _____
*Parcel Tax Identification Number (Available from MD Dept. of Assessments 301-815-5350): _____
*Property Parcel Number: _____
*Lot Number (If applicable): _____
*Subdivision Name (If applicable): _____
*Adjoining or nearby addresses: _____

*A building location plan showing the entrance to the lot and/or structure to be addressed and/or site plan for address determination.

Please Note: A copy of the requesting property's deed may assist in expediting the process of address assignment.

Requestor Contact Information:

- *Name: _____ *Phone: (_____) _____ - _____
*E-mail: _____
*Current Mailing Address: _____
*Signature of Requestor: _____ *Date: ____/____/____

Submission: Addressing requests must be submitted in person to the Division of Permitting & Development Review / Department of Permits & Inspections located at 30 North Market Street, Frederick, MD 21701.

Addresses will be issued 2-10 County business days.

For addressing questions please call 301-600-6838.

OFFICIAL USE ONLY

Date Received by IIT/Enterprise GIS: ____/____/____
Date Entered into GIS DB for Attribution: ____/____/____
Address to be assigned by parcel/lot number referenced above: _____

Date of Notification: ____/____/____
Date of Permit Address Changed: ____/____/____

NOTE: The new address is to be displayed and posted in accordance with Section 05-01-362 of the Frederick County Fire Prevention Code (copy of requirements attached).

Revision Date: 9/17/2008

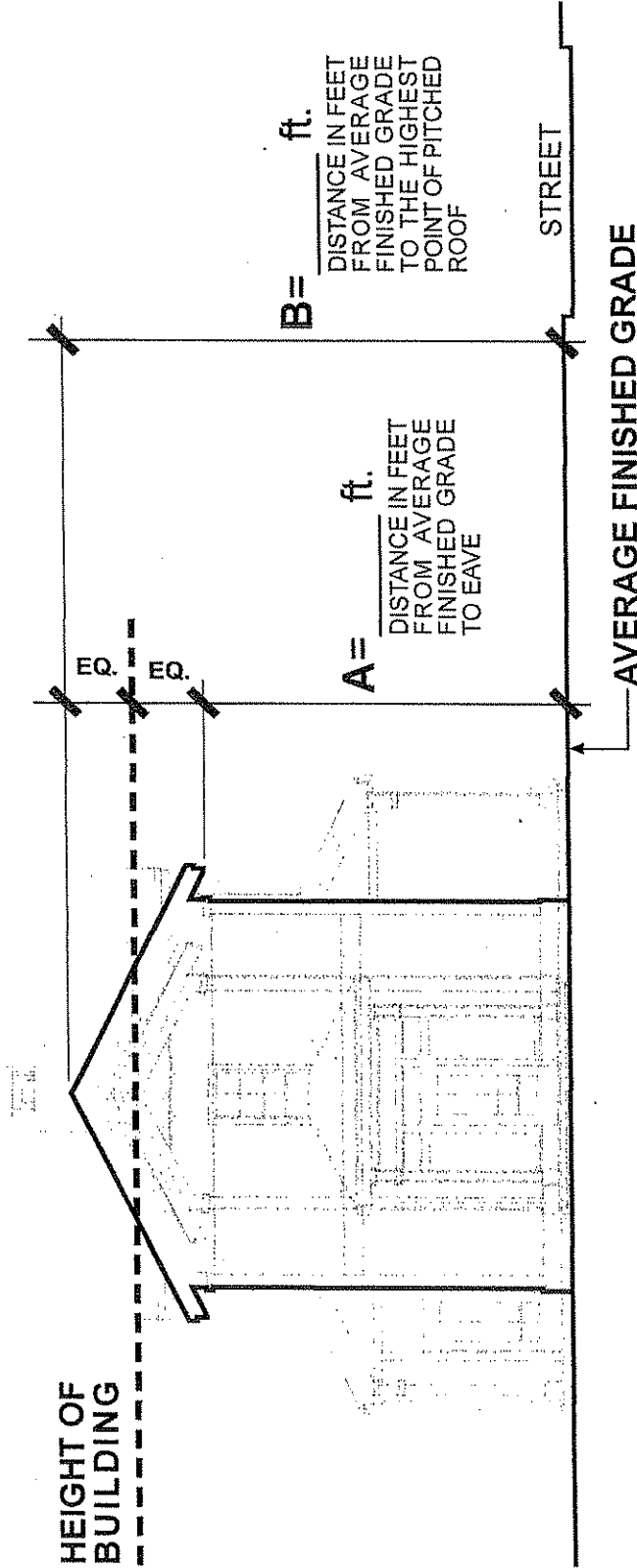


DIVISION OF PLANNING
ZONING ADMINISTRATION
FREDERICK COUNTY, MARYLAND 21701

12 East Church Street Frederick, MD. 21701 TEL. 301 694-2572 FAX 301 694-2054

DETERMINING HEIGHT OF BUILDING

The height is measured from the average finished grade ground level along the side of the building nearest the street to either the highest point of a flat roof or to the point one-half the distance between the eaves and the highest point of a pitched roof. (Frederick County Zoning Ordinance Definitions 1-19-04)



$$\text{HEIGHT OF BUILDING} = A + [(B - A) / 2]$$

HEIGHT OF BUILDING =

$$= \text{---} + [(\text{---} - \text{---}) / 2]$$

**FREDERICK COUNTY MD
EXCISE TAX WORKSHEET**

Single Fam Detached _____ Mobile Home _____ Application # _____
Single Fam Attached _____ Other _____ Name _____

FEE CALCULATION FOR SINGLE FAMILY RESIDENTIAL CONSTRUCTION

1. <u>Total square footage (finished & unfinished)</u> To calculate, use outside dimensions. Any portion of a foot is dropped from the measurement.	_____	(No charge For the 1st 700 sq. ft.)	_____
2. <u>Subtract 700 sq. ft.</u>	700		0
	=		
3. <u>Subtotal</u>	_____	<u>Add the 2 figures below:</u>	
4. <u>Subtract 700 sq. ft.*</u>	_____	X \$0.10 per sq. ft. \$	_____
	=	+	
5. <u>Remainder of sq. ft.</u>	_____	X \$0.25 per sq. ft. \$	_____
		TOTAL	=
		EXCISE TAX	\$ _____

* (if the subtotal from #3 is less than 700 sq. ft., use actual square footage)

FEE CALCULATION FOR RESIDENTIAL ADDITIONS

1. <u>Exact gross square footage of residential building</u> (Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction. To calculate, use exterior dimensions. Any portion of a foot is dropped from the measurement.)	_____
2. <u>Exact gross square footage of proposed addition</u> (finished and unfinished square footage)	_____
3. <u>If #2 is larger than #1, subtract #1 from #2 and enter here. Use this figure to calculate fee.</u> If #1 is larger than #2, no excise tax is charged.	_____ **

**** Use this figure to enter under #1 on the above "Single Family Residential Construction" worksheet**

FEE CALCULATION FOR NON-RESIDENTIAL CONSTRUCTION

<u>Exact gross square footage of construction</u> Definition of "gross square footage" means the entire square footage of the construction and is the same as calculated for building permit purposes under the Frederick County Code. It includes all finished and unfinished areas of the construction, all floors. Fee will be calculated on the first permit application for that construction (excluding "foundation only" permits).	X \$0.75 per sq. ft. \$ _____
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See Reverse For Multi-Family Residential Construction Worksheet

Fee Worksheet for a Single Family Dwelling (Attached Townhouse/Duplex)

Fees Are Applied to Each Unit/Lot - Use One Worksheet Per Unit/Lot

Fill in applicable fees in the boxes below to determine fee due at time of application.

If property is within an incorporated town, please note *

1) Automation Enhancement Fee	\$ 10.00		All Building Permits
2) Filing fee	\$ 28.00		All Building Permits
3) Zoning fee*	\$ 87.00		Primary dwelling
4) Health Department Review fee*	\$ 50.00		All permits with the exception of Incorporated Towns. If Town selects Health to review permit during the Town Review, then this fee will be paid at that time.
5) Home Builder Guaranty Fund fee	\$ 50.00		This fee is application when a licensed Home Builder applies for the permit.
6) Building fee (select one)	\$ 604.00 \$ 713.00		Gross square footage of 3,000 or less Gross square footage more than 3,000 The gross square footage includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attic, stoops and crawl spaces. Also, any increment of a foot is dropped from the measurements.
7) School Impact fee	\$ 12,380.00		This fee applies unless a waiver has been granted by the Development Review Planning Director. It does not need to be paid at time of submission, but must be paid prior to permit issuance.
8) Library Impact fee	\$ 709.00		This fee applies unless a waiver has been granted by the Development Review Planning Director. It does not need to be paid at time of submission, but must be paid prior to permit issuance.
9) Excise Tax	From Excise Tax Worksheet		This fee applies unless permit is for a replacement dwelling that is replacing a dwelling due to casualty or loss, and documentation is presented. It does not need to be paid at time of application, but must be paid prior to permit issuance.

TOTAL OF ALL BOXES FILLED IN	\$	Properties within Incorporated Towns - do not include fees with *
TOTAL OF 7, 8, AND 9 ABOVE	\$	If not paid at time of application, this amount due prior to issuance
TOTAL OF ALL LESS 7, 8, AND 9	\$	This fee amount must be paid at time of application.



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

effective Oct. 1
Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way**. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: **"A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree until the applicant first obtains a permit from the Department in accordance with this section."** [NRA 5-406(D)] *emphasis added*

* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

** right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

To determine if a permit has been issued:

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

If the applicant needs a roadside tree permit, a permit can be obtained at:

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: http://www.dnr.state.md.us/forests/art/county_map.asp

To learn more about Roadside Tree Law: <http://www.dnr.state.md.us/forests/programapps/newrtflaw.asp>

For further information, please contact:

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 kkronner@dnr.state.md.us	Tod Ericson MD Forest Service (410) 836-4578 tericson@dnr.state.md.us	Horace Henry MD Forest Service (410) 360-9774 hhenry@dnr.state.md.us	Becky Wilson MD Forest Service (301) 777-5591 bwilson@dnr.state.md.us

Marian Honecny, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhonecny@dnr.state.md.us

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • www.dnr.maryland.gov • TTY users call via Maryland Relay



Roadside Tree Permit – Typical Situations

9/17/09

